

## Author Report Outline

### Biographical Information:

- Name
- Dates (birth/death)
- Where he/she was lives or was raised
- Careers
- Education
- Parents
- Marriage/children

### Influences:

- Childhood
- Adulthood
- Career
- Other professionals who influenced him/her
- Inspiration for writing came from...

### Writing:

- What genres did he/she write?
- Other famous works? Be careful NOT to list.
- Awards won for writing

### Interesting facts:

- What did you learn about him/her that was interesting? If you find something interesting, so will your reader.

Once you have this outline in your notes, start highlighting the information in your sheets of information. Be sure not to highlight whole paragraphs or sentences; only what is important.

Once you highlight this information, use a new piece of paper and transfer the information to use for your report (prewriting of ideas). Point form using the above subtitles.

Now you are ready to start making paragraphs and sentences for your draft.